



Deleting or Storing Messages From the SAP Office Workplace Inbox





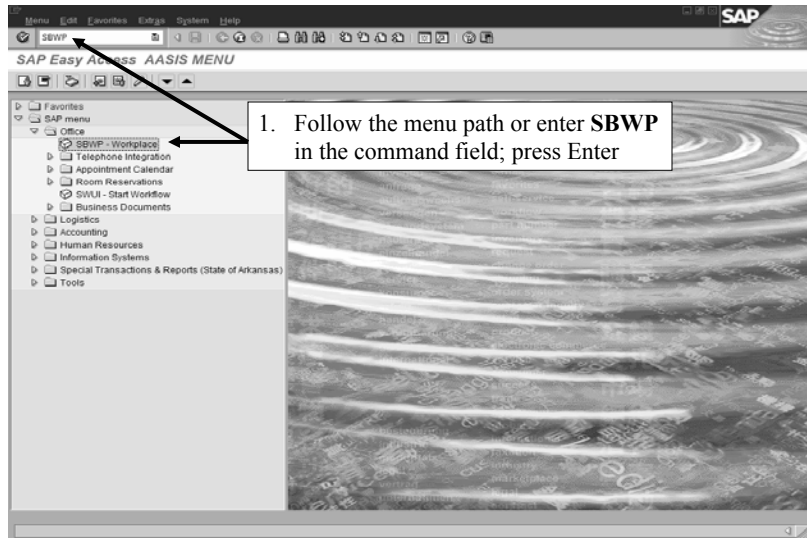
Storing Messages From the SAP Office Workplace Inbox:

- Although it is important for users to read all SAP mail from their Inbox daily, the user SAP mail boxes now have limited amount of storage space.
- SAP mail boxes will now be deleted automatically based on the following time frames:
 - On September 1st of each year, the SAP mail will be deleted automatically from the user's Inbox. This will be all mail from January-December of the previous year.
 - SAP Mail that's in your Trash mailbox will be deleted completely after 10 days.
 - SAP Mail that's in your Outbox will be deleted if it's older than one year (365 days).
- **To store** any SAP mail that a user may need for future reference, it can be downloaded and stored to the user's hard-drive. It is recommended that users only store messages that will be used for future references.
- All other SAP mail should be deleted from your Inbox due to limited amount of space.



Storing Messages From the SAP Office Workplace Inbox

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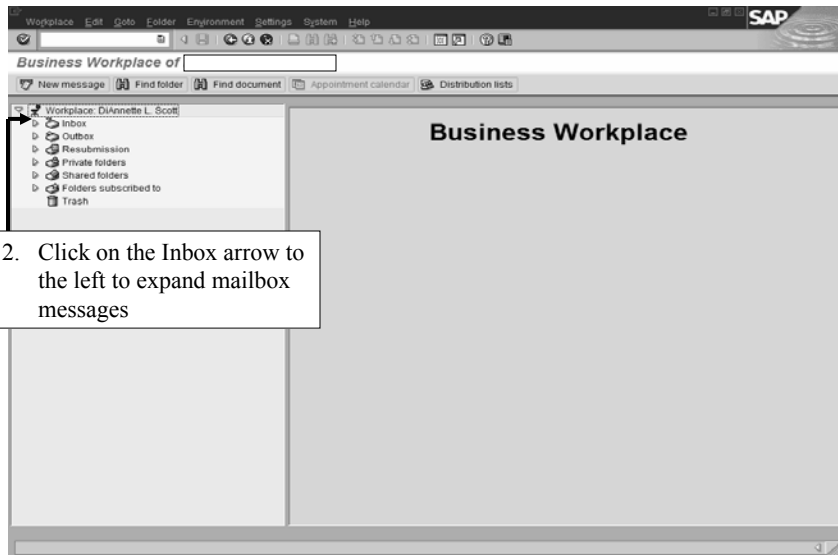


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Menu Path: SAP Menu > Office > SBWP –Workplace

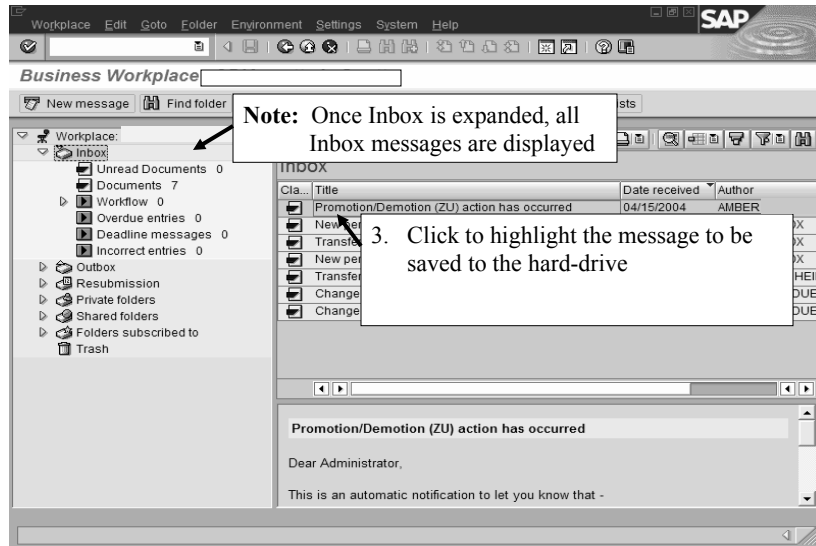
This process is used to store SAP messages to the user's hard-drive.

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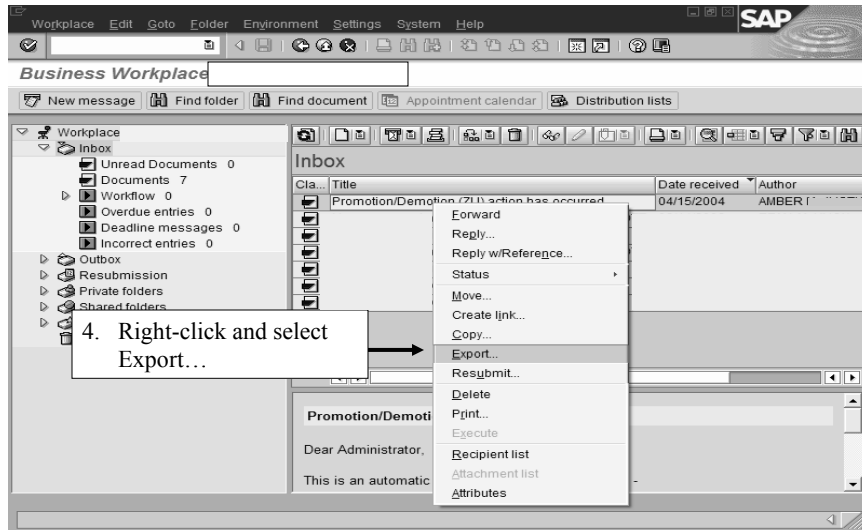


2. Click on the Inbox arrow to the left to expand mailbox messages

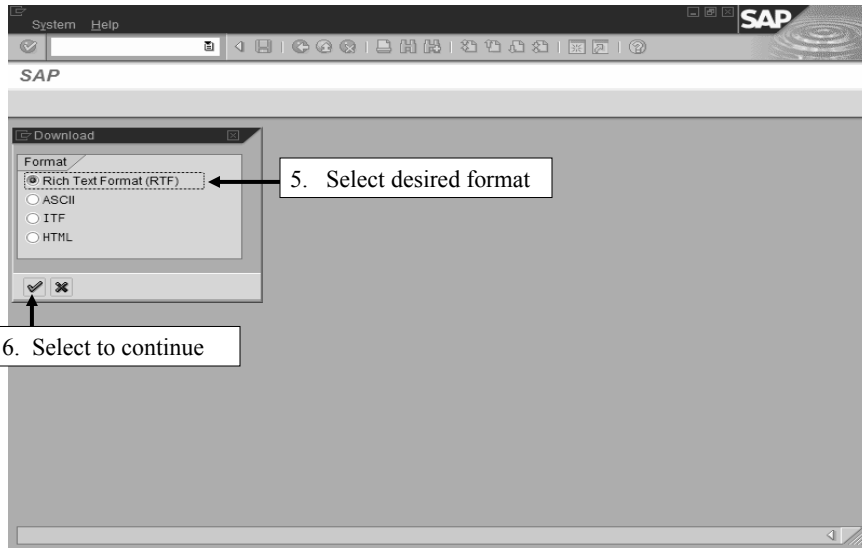
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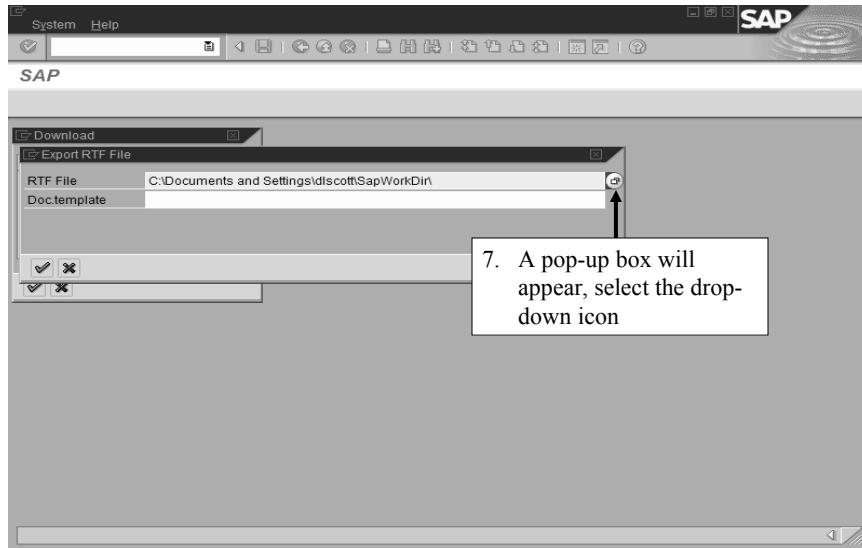
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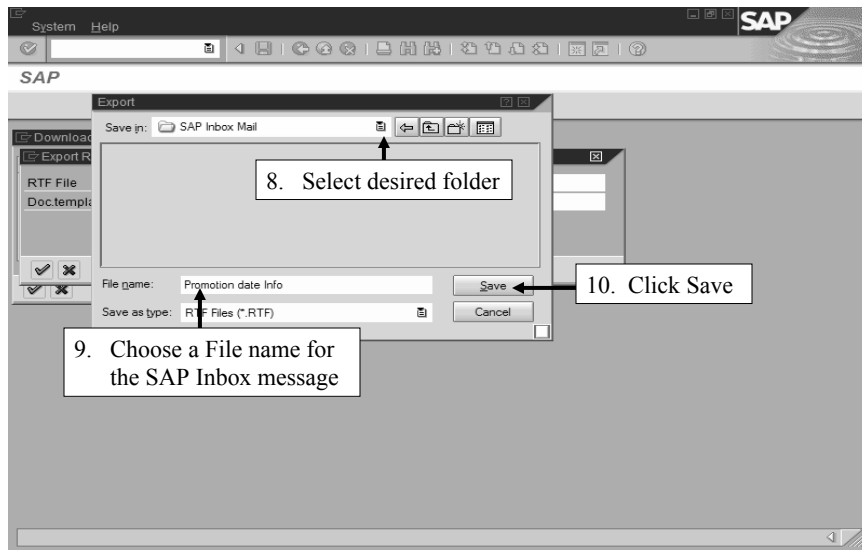


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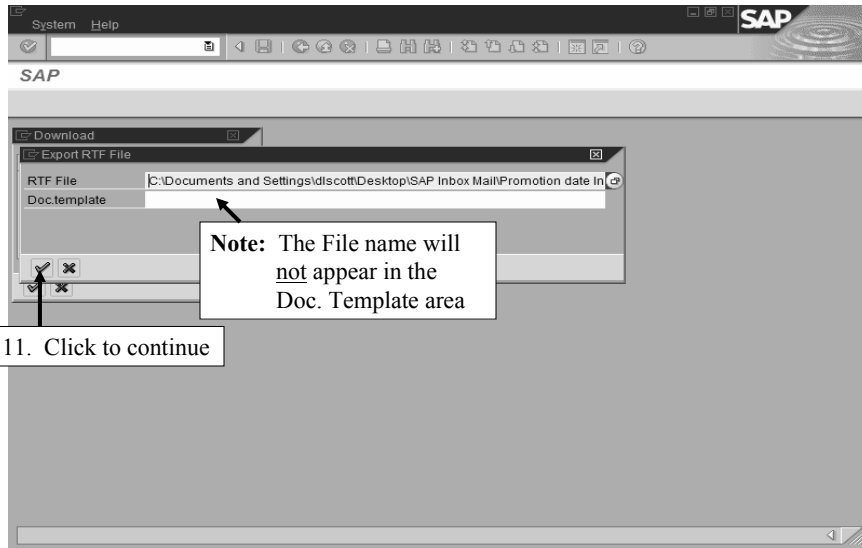
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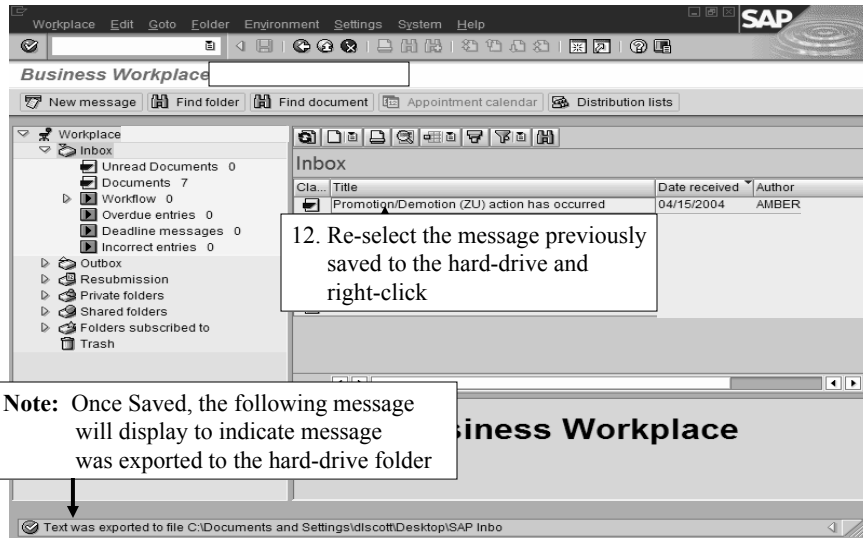
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SAP Inbox messages can be stored to the user's hard-drive. (i.e. Desktop, C: drive, or any area designated by your agency.)

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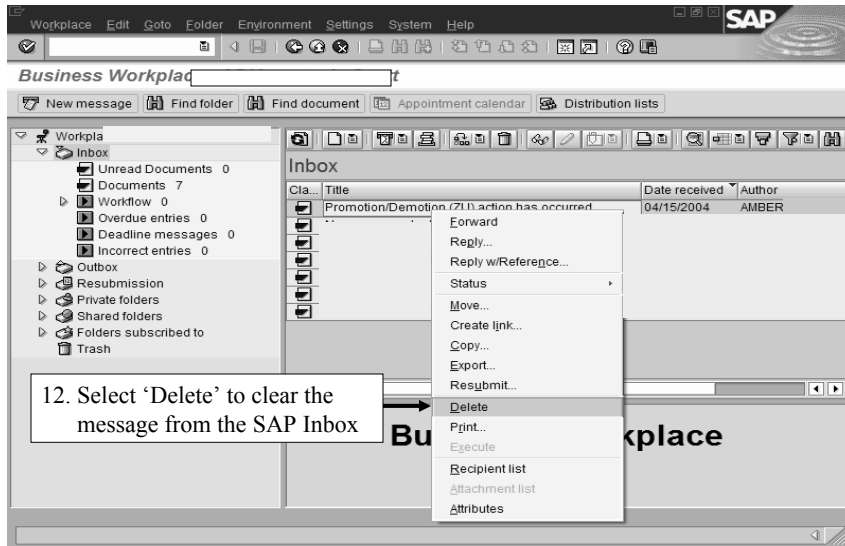
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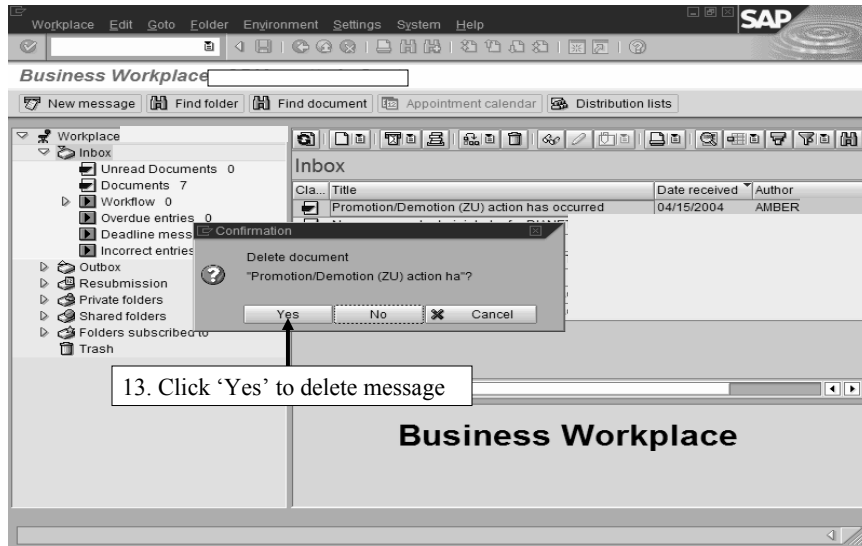
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Once the message is saved to the user's hard-drive, the message will still appear in the SAP Inbox. In order to delete that message, re-highlight the message to delete.

Storing Messages From the SAP Office Workplace Inbox:



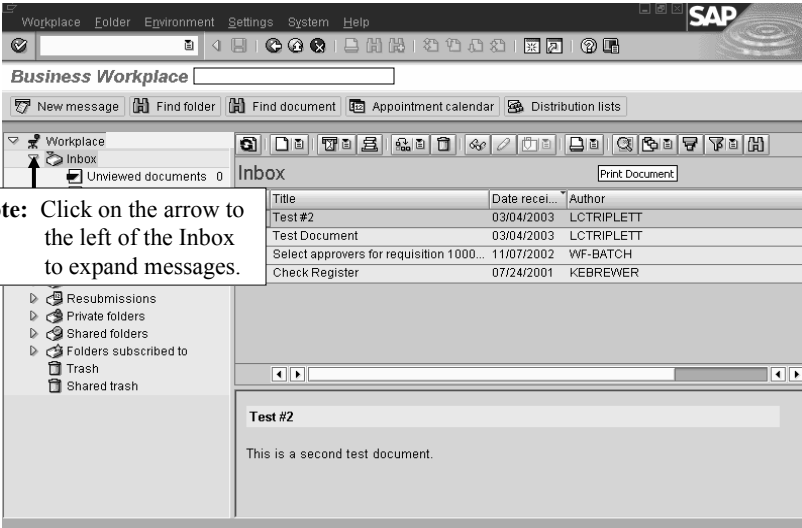
Storing Messages From the SAP Office Workplace Inbox:





Deleting Messages From the SAP Office Workplace Inbox

Deleting Messages From the SAP Office Workplace Inbox:



Note: Click on the arrow to the left of the Inbox to expand messages.

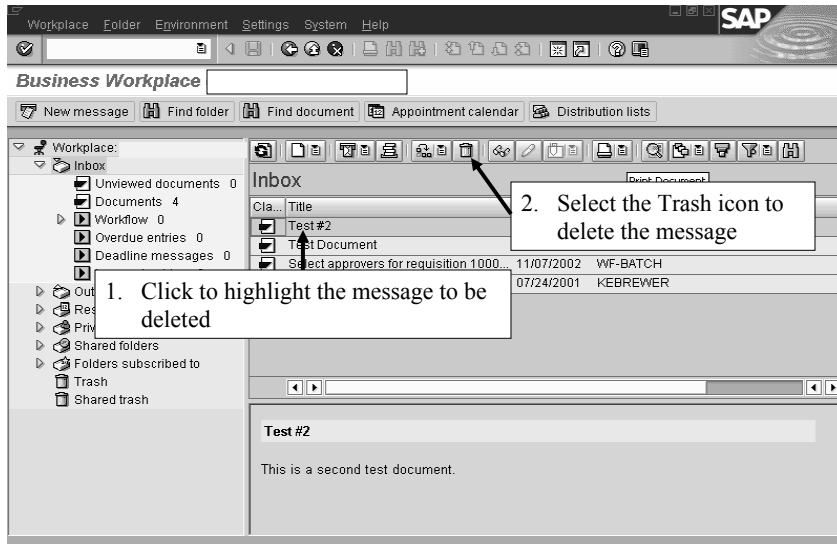
The screenshot shows the SAP Office Workplace interface. The top menu bar includes Workplace, Folder, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area is divided into a left sidebar and a right pane. The sidebar contains a tree view with folders: Workplace, Inbox, Unviewed documents (0), Resubmissions, Private folders, Shared folders, Folders subscribed to, Trash, and Shared trash. The right pane displays the 'Inbox' with a table of messages. The selected message is 'Test #2'.

Title	Date received	Author
Test #2	03/04/2003	LCRIPPLETT
Test Document	03/04/2003	LCRIPPLETT
Select approvers for requisition 1000...	11/07/2002	WF-BATCH
Check Register	07/24/2001	KEBREWER

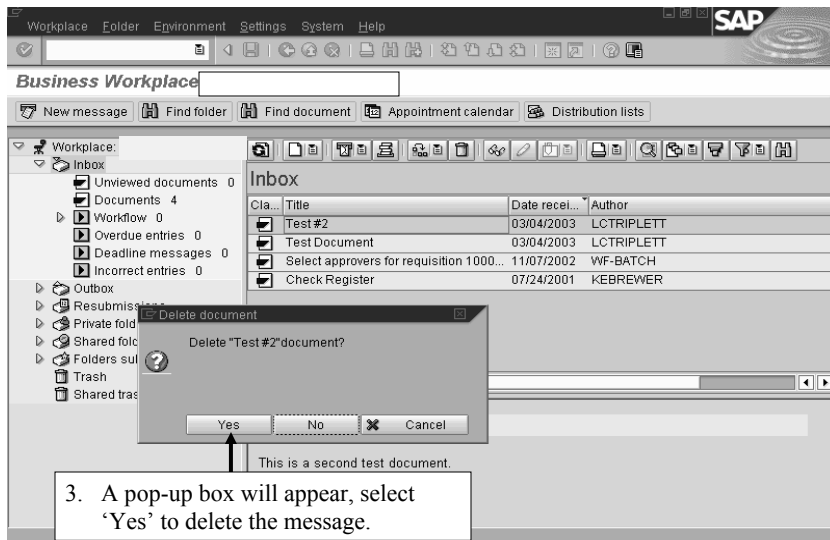
The selected message 'Test #2' is displayed in the right pane with the text: 'This is a second test document.'

- This process is used to delete SAP messages from the SAP mail box.

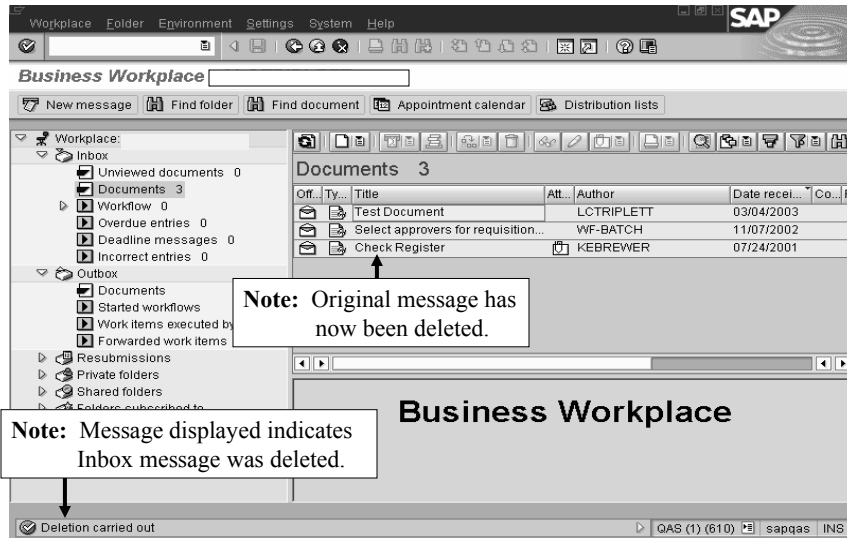
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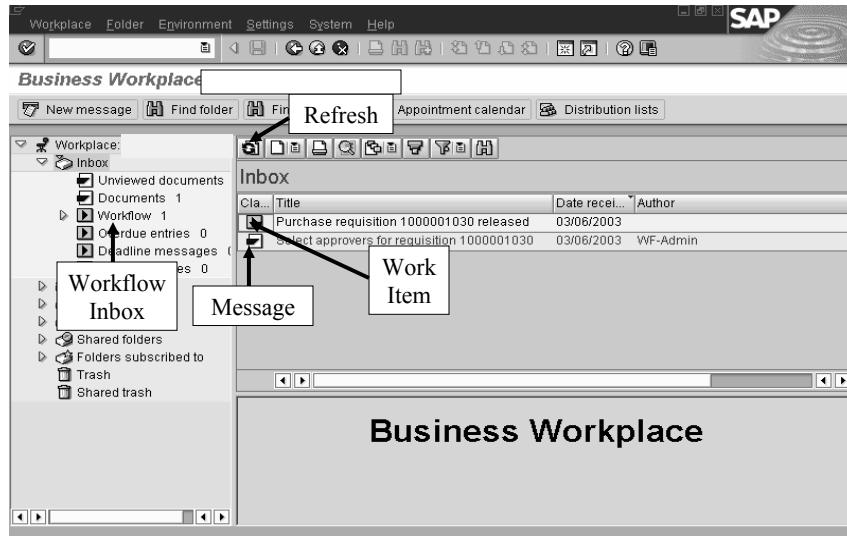


Deleting Messages From the SAP Office Workplace Inbox:



Note: To delete multiple messages at one time, place cursor on a message and press the (*Control key*) down, while holding, press the (*Ctrl+A* keys). This will select all the messages. Follow the same procedures as described to delete the messages.

Deleting Messages From the SAP Office Workplace Inbox:



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- **Workplace messages:** You may have unexecuted work items in your Workflow Inbox. These items are awaiting action by the user and cannot be deleted.
- In order to remove these items from your Workflow Inbox, you must execute the work item. Once this action has been taken, the work item will disappear from your Inbox.
- In the instance the work item is still visible, simply click on the refresh icon. This will refresh your screen and the Work Item should no longer appear.